

Your 7(a) Loan Member Document Checklist.

Business Documents	Applicable For	In hand	Submitted
<p>1. Filed Tax Returns - Full unredacted business tax returns, for the <u>three years preceding</u> the date of the loan request (i.e. FY18, FY19, FY20)</p> <ul style="list-style-type: none"> - This will be the full Form 1040, including Schedule C or Schedule F (as applicable), Form 1065, Form 1120, or Form 1120-S depending on the business legal structure 	All Applicants		
2. Filed Articles of Organization or Articles of Incorporation	If Applicable		
3. Operating Agreement, By-Laws, Partnership, or Trust Agreement	If Applicable		
4. Bank Statements - Operating account statements for the three months preceding the date of the loan request	All Applicants		
5. Balance Sheet - Reporting date must be within 90 days of loan request date	All Applicants		
6. Year-to-date P&L Statement – P&L showing year-to-date totals through the reporting date. Reporting date must be within 90 days of loan request date	All Applicants		
7. Franchise Agreement or Fuel Supply Contract	If Applicable		
8. Business Debt Schedule - Available to complete within the smart portal application journey.	All Applicants		
Affiliate(s) Documents			
<p>9. Filed Tax Returns - Full unredacted business tax returns, for the three years preceding the date of the loan request (i.e. FY18, FY19, FY20)</p> <ul style="list-style-type: none"> - This will be the full Form 1040, including Schedule C or Schedule F (as applicable), Form 1065, Form 1120, or Form 1120-S depending on the business legal structure 	If Applicable		
10. Balance Sheet - Reporting date must be within 90 days of loan request date	If Applicable		
11. P&L Statement - Reporting date must be within 90 days of loan request date	If Applicable		
Individual Documents			
12. Filed Tax Returns - Full unredacted tax returns for the individual for the three years preceding the date of the loan request.	All owners 20% or more of the equity of the business		
13. Personal Identification – Front and back image of valid and unexpired state driver's license or state identification.	All owners 20% or more of the equity of the business		
<p>14. If a 20% or more owner is not a US citizen, but is a lawful permanent resident, the following are required:</p> <ul style="list-style-type: none"> a. G-845 https://www.uscis.gov/g-845 b. Copy of Permanent Resident Card c. USCIS Verification & Authorization Letter 	All owners 20% or more of the equity of the business		
15. Personal Financial Statements - SBA required disclosure. Our smart portal will provide a template for completing at the final stage before application submission. Refer to SBA Form 413 for additional guidance.	All owners 20% or more of the equity of the business		